



## EMPLOYMENT OPPORTUNITY

**Legal Support Supervisor I**

**San Francisco**

**\*Recruitment and Retention Differential Pay Area**

**Department of Industrial Relations**

**Office of the Director, Legal Unit**

**Position:** Legal Support Supervisor I \$3277-\$3986

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the general supervision of the Chief Counsel, the LSS I will supervise the secretarial staff for attorneys and legal investigators located in San Francisco and Sacramento offices. Duties include typing civil briefs, maintaining the legal brief calendar, overseeing court filing, hiring and training of support staff. Other duties include handling various administrative duties such as personnel issues, attendance reporting, purchasing, contracts and budgetary issues.

\*Upon appointment to the Legal Support Supervisor I classification within DIR, San Francisco location employees are entitled to a "plus" adjustment to the maximum salary step (at this time \$3986). Employees who serve 12 months at the maximum rate may receive an additional Adjustment of one-step (generally 5%). Employees who serve 12 months at the additional adjustment of one step may receive an additional adjustment of one step (generally 5%).

**The differential pay does not apply to Training and Development assignments.**

Anyone eligible for transfer or Training and Development Assignment (T&D) complete the standard State application (Form STD 678), and send it to:

Department of Industrial Relations

P. O. Box 420603

San Francisco, CA 94142

**Attention: Terry Stevenson**

Telephone: (415) 703-4381

Applications will be accepted until position is filled & interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.